

REASON FOR				POSITION DESCRIPTION COVER SHEET										
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER										
RECOMMENDED														
4. TITLE				5. PAY PLAN		6. SERIES		7. GRADE						
8. WORKING TITLE				9. INCUMBENT (Optional)										
OFFICIAL														
10. TITLE Purchasing Agent														
11. PP		12. SERIES		13. FUNC		14. GRADE		15. DATE		16. I/A		17. CLASSIFIER		
GS		1105				06		MONTH/DAY/YEAR		YES		NO		
								4/22/02						
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)														
1st							5th							
2nd							6th							
3rd							7th							
4th							8th							
SUPERVISOR'S CERTIFICATION														
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.														
19. Supervisor's Signature						20. Date			22. Second Level Supervisor's Signature				23. Date	
21. Supervisor's Name and Title								24. Second Level Supervisor's Name and Title						
FACTOR EVALUATION SYSTEM														
FACTOR			25. FLD/BMK		26. POINTS		FACTOR			25. FLD/BMK		26. POINTS		
1. Knowledge Required			1-4		550		6. Personal Contacts			2		75		
2. Supervisory Controls			2-3		275		7. Purpose of Contacts			B				
3. Guidelines			3-2		125		8. Physical Demands			8-1		5		
4. Complexity			4-3		150		9. Work Environment			9-1		5		
5. Scope and Effect			5-3		150		27. TOTAL POINTS					27. 1335		
PCS for Purchasing Series, GS-1105 (TS-78, 2/69/ TS-122, 3/93)										28. GRADE		28. 06		
CLASSIFICATION CERTIFICATION														
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.														
29. Signature /S/ MARILYN STETKA										30. Date 4/22/02				
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)														
32. Remarks FLSA: N Standard Job#1105-06										33. OPM Certification Number				

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				06	

## B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)
GS	1105		0001	PURCHSG AGT

6. HQ.FLD.CD. (1)	7. SUP.CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
1=HQ 2=FLD	8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA	X=New Std. Applied Blank=NA	N=NO Y=Interdis	MO DAY YEAR
	6=Leader WLGE 8=All Others			04 22 02

11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT.INACT/REACT (6)	15. AGCY. USE (10)
1=Primary 2=Secondary	A I=Inactive A=Active	MO DAY YEAR	MO DAY YEAR	
3=Foreign Svc. Blank=NA				

16. INTERDIS. SER. (40)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
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17. INTERDIS. TITLE CD. (50)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)
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## C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
N E=Exempt N=Nonexempt	0=None 3=SF 278 4=OGE 450	A=Sched A B=Sched B C=Sched C	0=Excepted but not A, B, C 1N N	1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk

6. WK. TITLE CD. (4)	7. WK TITLE (38)
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8. ORG. STR. CD. (18)	9. VAC. REV. CD. (1)
1st 2nd 3rd 4th 5th 6th 7th 8th	0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)
		Blank=N/A Y=Yes	Slate (2) City(4) Cnty(3)		MO DAY YEAR	Blank=N/A 1=PAS	MO DAY YEAR
							04 22 02

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. (4)
N 1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG	MO DAY YEAR	MO DAY YEAR	Y=Perm N=Other
4=Sup./Program 5=RGE 6=Policy Analysis GEG			

22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)	23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT/ACT (1)	26. DT. INACT/REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.	MO DAY YEAR	MO DAY YEAR	A 1=Inact. 2=Act.	MO DAY YEAR			
Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.							
Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change							
5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.							
9=Other							

30. CLASSIFIER'S SIGNATURE	31. DATE
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## 32. REMARKS

Standard Job #1105-06

**A. Major Duties**

Typical, but not all inclusive, duties are illustrated by performance of any combination of the following:

Conducts open-market negotiations for the purchase of supplies, services, construction, and scientific equipment. Selects contractors and awards contracts up to the delegated small purchase contracting limitation.

Makes competitive or sole source small purchases that involve collecting data to determine price reasonableness for new items, preparing detailed written solicitations, tailoring special terms and conditions, establishing blanket purchase agreements.

Identifies problem areas in specifications or work statements, determines if quotations are responsive, or decides if substitutions are acceptable or should be referred to supervisor for review.

Selects or tailors clauses for purchases that involve special handling such as inspection, acceptance, packaging, shipping, or testing. Determines the best method of transportation for articles ordered depending on urgency of request.

Reviews requisitions for proper nomenclature, minimum requirements, delivery time, and sufficient statement of work. Works closely with program personnel in clarifying needs, preparation of statements of work, and justifications. Submits appropriate recommendations to requisitioners for resolving statement of work deficiencies.

Uses electric typewriter or personal computers and related software to type various correspondence related to the work described above.

**B. Evaluation Factors**

**1. Knowledge Required by the Position** (FLD 1-4: 550 pts.)

Knowledge of Federal, Departmental, and Agency laws, regulations, and policies on procurement in order to make competitive or sole source purchases within delegated authority.

Knowledge of supply sources, both national and local, involved in purchasing of technical research and scientific equipment, services, and supplies.

Knowledge of transportation and shipping methods.

Knowledge of the Service Contract Act of 1965, Davis Bacon Act and Associated Labor Laws, Walsh Healey Act, and Public Law 95-507.

Knowledge of price analysis techniques to evaluate prices or costs and determine reasonableness.

Knowledge of various acquisition clauses to select or tailor clauses for purchases that involve special handling.

Knowledge of post-award procedures to discuss equitable price adjustments for modifications to purchase orders and determine whether to recommend termination of an accepted purchase order.

Skill in written and oral communication.

Skill in operating an electric typewriter or a personal computer, including related software, modems and printers.

**2. Supervisory Controls** (FLD 2-3: 275 pts.)

The incumbent's supervisor assigns work with standing instructions on objectives, priorities, and deadlines. Incumbent carries out daily work assignments independently, seeking guidance in situations of difficult termination actions, claim settlement. Review of work is accomplished by spot checking the appropriateness of decisions and based on feedback from requisitioners.

**3. Guidelines** (FLD 3-2: 125 pts.)

Guidelines consist of Federal, Departmental and Agency laws, regulations, and procedures, Federal Property Management Regulations, Public Laws, Comptroller General Decisions, Office of Federal Procurement Policy Letters, and Government Printing and Binding Regulations. Incumbent uses judgment in interpreting the available guidelines and in selecting the appropriate references and procedures to use in making purchases.

**4. Complexity** (FLD 4-3: 150 pts.)

Incumbent provides procurement support for the assigned program area(s) and exercises considerable initiative, judgment, and originality to meet the objectives of each purchase. Day-to-day independent action is necessary to make the most advantageous procurement by evaluating contractor responsiveness, responsibility, price, delivery dates, discounts, possible substitutes, and transportation and handling charges. Incumbent makes choices, such as whether to meet requirements by ordering against an existing contract or through open market procedures, whether and how to solicit quotes, or what terms and conditions apply. Incumbent determines appropriate purchase strategy by analyzing a variety of information such as contract specifications, FAR parts, history files, item characteristics, or catalogs.

**5. Scope and Effect** (FLD 5-3: 150 pts.)

The primary purpose of the work is to assure that procurement support is provided to the assigned program area(s). The incumbent purchases services, specialized equipment, supplies, etc., where various commercial and/or specialized requirements must be met, and applies conventional practices to resolve a variety of purchasing problems encountered. The work has a direct impact on the efficiency and timeliness of the programs supported and the Agency's retention and exercise of contracting authority.

**6. Personal Contacts** (FLD 2b: 75 pts.)  
**and**

**7. Purpose of Contacts**

Contacts are with clients in the serviced organization, contracting personnel at the Area and Headquarters levels, other Headquarters or Area personnel, sales representatives, and other contracting personnel. Contacts are made to plan and coordinate purchase activities including providing guidance and assistance to requisitioners; preventing, correcting, and resolving delays and misunderstandings; clarifying contract requirements; negotiating prices, delivery dates; and modifying terms.

**Purchasing Agent  
GS-1105-06**

Standard Job #1105-06

**8. Physical Demands** (FLD 8-1: 5 pts.)

Work requires some physical effort, such as standing, walking, bending, or sitting. Some travel may be required.

**9. Work Environment** (FLD 9-1: 5 pts.)

The majority of the work is performed in an office setting.

**C. Other Considerations (Check if applicable)**

- ☐ Exercises delegated small purchase authority up to
- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other:

TOTAL POINTS: 1335

GRADE CONVERSION: GS-06